



Symphony Learning
TRUST

Newcroft

EVOLVE

Educational Visits Policy

2020 v1

This policy is for schools using EVOLVE online to plan visits

Adopted by Symphony Learning Trust	Spring 2018
Next Review Due	As required



Educational Visits Policy and Procedures

This policy covers the procedures for planning and executing educational across the schools in the Symphony Learning Trust

“You can’t learn about the outside if you are on the inside.” (OFSTED 2008).

[Learning outside the classroom leads] “...to improved outcomes for pupils and students, including better achievement, standards, motivation, personal development and behaviour.”

Throughout the Symphony Learning Trust, we believe that outdoor learning has equal value to learning inside the classroom. The outdoor environment has unique and exciting characteristics that promote (amongst others) imagination, enjoyment, confidence, resourcefulness, co-operation and healthy living.

The national online guidance resource [OEAP National Guidance \(Guidance for the Management of Off-site visits and LOtC \(Learning Outside the Classroom\) activities\)](http://oeapng.info/) is an invaluable reference document, which should be read alongside this policy. It is available from <http://oeapng.info/>



Introduction

This policy should be read in conjunction with Leicestershire County Council’s document Leicestershire County Council Off-Site Visits Policy 2014. The [OEAP National Guidance \(Guidance for the Management of Off-site visits and LOtC \(Learning Outside the Classroom\) activities\)](http://oeapng.info/) should also be read alongside this policy. It is available from: <http://oeapng.info/>

When planning activities group leaders should use EVOLVE at:

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil

Off site visits are activities arranged by or on behalf of the school and which take place outside of the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children’s learning experiences and opportunities.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils and staff at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits will usually take place within the school day.

The aims of our off site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- Inspire pupils by providing high-quality experiences which bring their learning to life;
- Provide a wider range of experiences for our pupils than could be provided on the school site alone;
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Curriculum Links

For each subject in the curriculum, there is a corresponding programme of activities which could include:

- Literacy – theatre visits, cinema visits, visits by authors, experiences to inspire writing
- Science – use of the school grounds, visits to the planetarium, museums, seeing science used in local businesses
- Numeracy – use of shape and number trails in the local environment, seeing maths used in local businesses
- History – visits to castles, local area, local museums
- Geography – use of local area for fieldwork, village trails
- Art and design – art gallery visits, use of locality, use of nature to make art
- PE – a range of sporting fixtures, extra-curricular activities, "team" visits
- Music – extracurricular activities, theatre visits, school band performances
- Design and technology – visit to local area, links with local industry
- Computing – its use in local shops/libraries/ engineering firms etc
- RE- visits to local centres of worship e.g. synagogue, Mosque, temple
- PSHE and citizenship – visit to fire station, old people's residential home, community centre and use of the local area

Residential Activities

Children in both Key Stages should have the opportunity to take part in residential visits. This activity is in school time and linked to the Academies' Curriculums. Charges are made in line with the SLT Charging and Remissions Policy.

Each year, the residential visits enable children to take part in outdoor and adventurous activities as part of their PE work. These are undertaken only with the agreement of the Academy Governing Body. The outdoor centres we use have qualified instructors, insurances, risk assessments and are approved by the LA (as we always submit our paperwork for scrutiny by them in the case of Residential Visits).

All planning for Day and Residential Visits must be done on EVOLVE but accompanied by planning paperwork and checklists kept in school. The Academy Head teacher (or equivalent) will approve the appointment of a group leader to be responsible for the running of the activity. This will be a teacher employed at the school. The group leader will nominate a deputy leader for all trips.

The Academy must name an Educational Visits Co-ordinator and they are involved in the planning and management of off-site visits in the following ways:

- ensuring that risk assessments are completed and checked prior to the activity taking place.
- supporting the governing body in their decisions
- assigning competent staff to lead and help with trips
- advising group leaders on staff: pupil ratio (see page 6)
- organising related staff training
- verifying that all adults accompanying visits who will be in sole charge of children have had satisfactory safeguarding checks and that any remaining adults on the visit will be closely supervised and will not be left unaccompanied with a child other than their own at any time
- liaising with the group leader prior to the activity to ensure that all medical and/or permission slips have been obtained (see the appendices of this policy).
- keep records of visits and ensure there are regular generic assessments of the risks (e.g. road crossing) where there are frequent visits to local venues (e.g. swimming baths.)

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Head teacher before any commitment is made on behalf of the Academy. A comprehensive visit plan and risk assessments should be provided by the member of staff to allow for an informed decision to be made (see the appendices of this policy).

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by air or sea, the Head teacher will seek the approval of the governing body and the confirmation from the appointed Health and Safety service (which may or may not be the Local Authority) before permitting the activity to take place (appendix ii).

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that he/she is included. We may need to seek help/advice/guidance from parents or the LA (SENA) to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment and other Planning Implications

A comprehensive risk assessment is to be carried out by the group leader before the proposed visit (see the appendices of this policy). It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and health and safety. Venues providing instructor lead activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if he/she lacks the skills required to make informed judgements about the risks it may involve.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues should be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.

A risk assessment must also cover transport to and from the venue. The coach company used on a regular basis should be LA approved.

For non-residential visits, a copy of the completed risk assessments (see the appendices of this policy) must be uploaded to EVOLVE at least a week prior to the actual activity to allow the co-ordinator to check the risk assessment and hold further discussions with the party leader if required. For residential/adventurous activity visits, this must be more than 7 weeks in advance to allow for the paperwork to be forwarded to the Local Authority within 6 weeks of the visit.

A file containing all school based paperwork and print-out of the EVOLVE paperwork will be kept in the school office. A new file will be created for each new academic year and the old file archived in the school office.

Risk assessments for all visits must take into account the following:

- Line the children up in pairs (each must have a 'buddy' or a group of three where there are odd numbers)
- Sweep of the accommodation/venue before leaving
- Head count on arrival and departure of all locations

Adult : Pupil Ratios

An activity should normally have sufficient adults taking part to provide the following minimum supervision ratios:

- Reception 1:5
- Years 1 – 3 1:6
- Years 4 – 6 1:10 to 15
- Adventurous activities 1:6

Any trip will require a minimum of two adults. When possible, an extra adult will accompany the party in case of an emergency. However, these are **minimum** requirements, and may not provide adequate supervision in all cases.

The group leader will check with the Head teacher that all adults planned to supervise the visit have been subject to appropriate safeguarding checks. It may be appropriate on some visits for adults without full safeguarding checks to accompany the children (e.g. family learning days, activities which promoting community cohesion and involvement in children's learning). On these occasions, the party leader must be aware that these adults cannot count towards the provision of adequate supervision ratios and should plan wisely, in collaboration with the school diary and staff timetabling, to ensure appropriate ratios are available. Adults without DBS clearance will not be responsible for any groups of children, nor be left unattended with pupils at any time.

Teachers have a 'higher duty of care' to ensure the safety of all pupils. They will follow the instructions and guidance given by the group leader. Teaching assistants and other adults will act as supervisors, in the same way any reasonable parent would in the given circumstances. They have a 'duty of care' to the pupils on the visit and will follow the instructions and guidance given by the group leader.

Costings

The costing of any off site activities should include the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers (admission fees etc)

See the appendices of this policy for a sample costing sheet for an educational visit.

Transport arrangements will allow a seat for each member of the party. The school will only use coaches fitted with seat or lap belts and insist that all members of the party wear the belt when on the coach. The group leader will ensure all members of the party are wearing the seat belts appropriately prior to setting off on the journey. The group leader will ensure the driver does not move the vehicle prior to this checking process.

Where **private cars** are used for transport, the group leader is responsible for ensuring the driver presents evidence to the Head teacher that their insurance covers such journeys prior to the

transport taking place (and that the vehicle is roadworthy – i.e. valid MOT). The group leader should also ensure that, other than in an emergency, there are at least two members of staff in the vehicle at all times when children are present. Parents should always be asked for permission in advance.

Communication with Parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activity.

A generic local off-site activity permission slip will be completed by parents at the beginning of each academic year which gives permission for children to be taken out into the local area (see the appendices of this policy). In addition to this, group leaders should ensure that a courtesy slip is sent to parents informing them when these activities will take place.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of board and lodging for residential visits [see Charging and Remissions Policy] – which can be waived at the discretion of the Head teacher). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from any activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Educational Visits Coordinator to make a decision about the financial viability of the activity in reasonable time.

Further Health and Safety Considerations

Group leaders must ensure that all adults attending the off-site visit have read the risk assessments and that whilst they may be accompanying their own children, the group leader is still ultimately responsible for the overall health and safety of all group members.

Group leaders must ensure that, as appropriate, risk assessments are shared with children prior to the visit (at a level appropriate to the age of the child) to enable the children to assist with managing risk and understanding how to promote their own safety.

Each adult member of the group must be provided with the group leader's number, the school number and a number of a designated emergency contact where possible. A list of mobile telephone numbers will be shared amongst the group (and kept securely).

Before leaving school, the group leader will ensure that they have a list of emergency contact numbers for all adults. All adults should have access to these numbers. Pupils' medical and consent forms will be taken on all educational visits.

At least one, (but preferably more than one) of the adult supervisors will be a trained first aider on all visits. The only exception to this is when the group leader can provide evidence that there is adequate first aid cover on transport and at the event. The group leader is responsible for ensuring that a first aider is arranged for the visit.

The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Pupil Behaviour (causing concern as part of a Risk Assessment)

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others, or the good name of the school, the party leader should discuss with the Head teacher the possibility of excluding that child from the activity. Where this is the case, the child's parents must be contacted to discuss this prior to the visit; however, all possible steps must be taken to adapt activities to help ensure that *all* pupils can be involved safely.

Visit Planning Paperwork

Group leaders use EVOLVE to design the visit plan for intended educational visits and this must include the following:

- risk assessments
- applications for approval of visit
- general information
- names, ages, contact details, permission forms, medical forms and other relevant details of all those going on the visit
- travel schedule and plan of activities
- accommodation plan (if applicable)
- intended arrangements for supervision
- insurance arrangement
- emergency contacts and procedures
- general communication arrangements
- medical questionnaire returns
- first aid arrangements
- costings breakdown (usually completed by the Administrative Staff)

Appendices

- i Page 9 - Contacts (including Crisis-Line)
- ii Page 10 onwards - Visits Planning pack including:

Forms	Page	Sample Letters	Page
Authorisation Route for planning visits	11	Coach company	20
Form A – Checklist (Head/Governor)	12	Sample trip letter to parents (day visits)	21
Form B – Medical Consent	13	Sample residential visit letter	22
Form C – Risk Assessment template	16		
Form D – Group Leader Checklist	18		
Form E – Sample Costing Sheet	19		


Educational Visits CONTACTS

Leicestershire County Council Outdoor Education Adviser Health & Safety Advisors	Amanda Chamberlain/Kayleigh Brown Office: 0116 3055515 E-Mail:healthandsafety@leics.gov.uk
Children and Families Risk and H&S Manager	Colin Jones Office: 0116 3057552 E-mail: colin.jones@leics.gov.uk Emergency Contact:
Legal Services	David Morgan Office: 0116 3056007 E-mail: david.morgan@leics.gov.uk
Insurance questions	David Marshall-Rowan Office: 0116 3057658 E-mail: david.marshall-rowan@leics.gov.uk
LA Emergency Contact for visits (24 hour)	Pager 07659 170195 Mobile 07786 198283 E-mail emergencymanagement@leics.gov.uk

OEAP Employer Guidance <http://oeapng.info/>

National Library www.national-library.info

LOtC www.lotc.org.uk

LOtC Quality Badge www.lotcqualitybadge.org.uk

Outdoor Education www.oeap.info

Advisers' Panel



Symphony Learning
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Educational Visits

School Based

Planning Pack

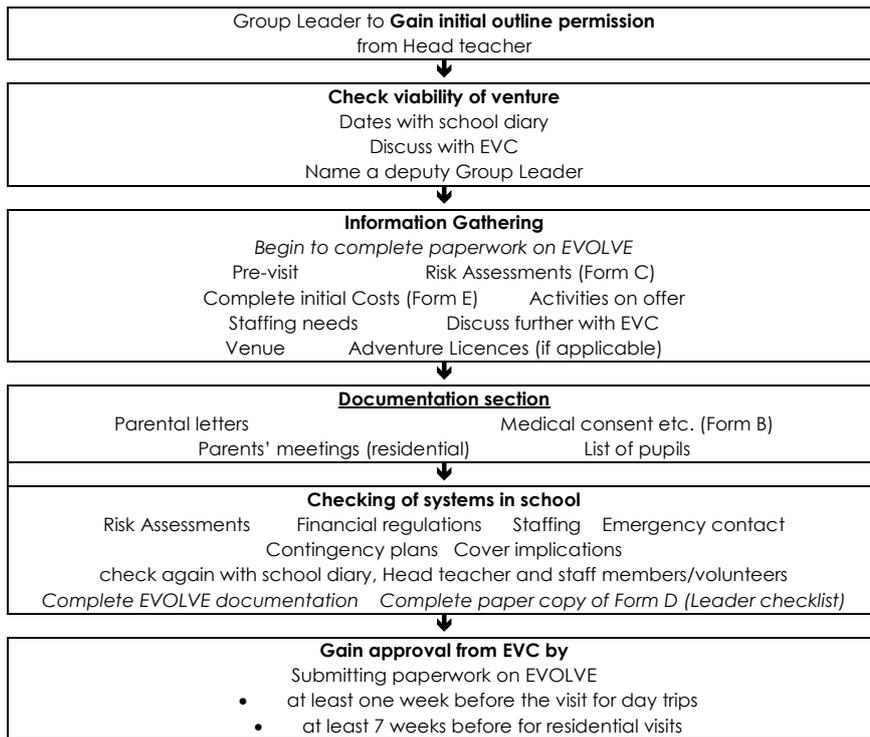
Visit to	Date(s)
Group Leader	Deputy Leader

This pack to be handed to the EVC at least a week in advance of the visit (day visits) or 7 weeks (residential visits), along with full planning completed on EVOLVE and submitted to the EVC

The pack, in conjunction with EVOLVE, has been put together to ensure that group leaders have covered all aspects of safe planning – please follow the guidance carefully

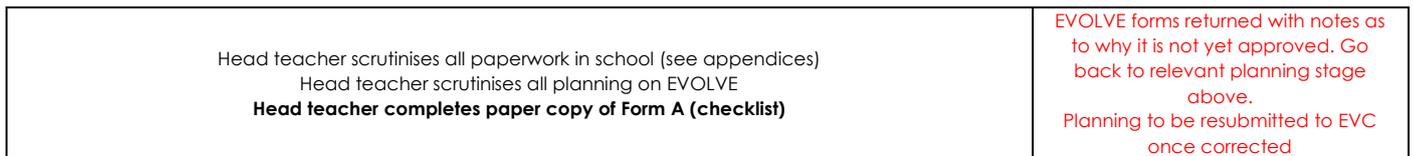
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Authorisation Route for Educational Visits



↓ **If Approved by EVC**

↓ **If not Approved by EVC**



↓ **if approved by Head teacher**

↓ **If not Approved by Head teacher**



↓ **Residential Visits approved by the Head**

↓ **Day Visits approved by the Head**



↓ **LA Approval given**

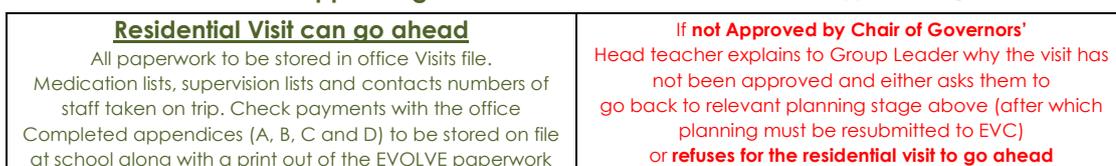
↓ **LA Approval not given**



↓
Chair of Governors follows Checklist A

↓ **Chair of Governors' Approval given**

↓ **Chair of Governors' approval not given**



↓
Meeting with all staff to go through all paperwork following checklist on Form D

 **HEAD TEACHER / GOVERNORS' CHECKLIST FOR APPROVING OFF-SITE ACTIVITIES**

- Has the trip paperwork been completed fully on EVOLVE?
- Does the activity have a clear educational purpose?
- Is the activity appropriately suited to the age, aptitude and experience of the young persons?
- Has the planning and preparation for the trip been rigorous as advised in this document?
- Does the activity involve the use of premises which do not belong to the LA, is it a joint activity with another school, or does it involve the use of some other outside agency in the provision of accommodation or the activities? If so has the relevant part of this document been complied with fully?
- Is the leader, and are accompanying staff, suitably qualified and/or experienced in the nature of the activities undertaken?
- Does the activity involve young people working without direct supervision at any time?
- Does the programme involve specific outdoor adventurous activities where special care needs to be exercised?
- If adventurous activities are provided, is a licence issued by AALA required, and if so, have details been checked with AALA?
- Are the supervision ratios adequate for all possible circumstances?
- Has extra insurance which includes the activities to be undertaken, been obtained? NB. Participation in 'hazardous' activities should be declared to the Insurance Company.
- Have the leader and other adults established appropriate accident, emergency and contingency plans, including provision for communication with the school, both in and out of school time if it is a residential activity?
- Has the visit had the prior approval of the head and governing body?
- Has written parental consent been obtained for all participants to engage in all of the planned activities, and medical consent been provided in writing?
- Where necessary has the Local Authority been notified in writing by means of the appropriate notification form in this document in advance of the visit, and has the party leader received the appropriate acknowledgement of this?
- Have detailed risk assessments for the visit been undertaken?

Signed _____ Date _____ Chair of Governors/Head teacher

Form B – This must be returned by parents for every child at the beginning of each academic year. Parents are responsible for informing us if anything changes during the year. It does not necessarily need to be completed for every trip. Group Leaders must obtain a copy of every child's medical and take it with them on the trip.

ANNUAL MEDICAL CONSENT FORM for EDUCATIONAL VISITS

Please complete all shaded boxes on these forms

By signing the forms, the parent is agreeing to update the school if any of the details change over the year.
If there are no changes to make, these forms are completed **once each academic year**

Name of School	Newcroft Primary Academy	Academic Year	
Name of Child		Year Group	
Name of Parent(s)/Carer(s)			

Please indicate **Y or N** to the following boxes:

	I agree to my child taking part in Educational Visits
--	-------------------------------------------------------

Yes / No

Is your child suffering from any conditions requiring medical treatment or medication?*	
Are there any changes to your child's medical health in the last year that staff should be aware of? If yes, give details below	

*If your child is suffering from any conditions requiring medical treatment or medication, the school will also ask you to complete an **Administration of Medication Consent Form**.

Please outline the type of pain relief (e.g. paracetamol or ibuprofen) which may be given in the case of a short term condition (e.g. headache) in school or on a visit.	
Please outline any special dietary requirements for your child	

Yes / No

Does your child have any allergies, including to any medication?	
If yes, please give details	
When did your child last receive a tetanus injection	

- I understand that the visits are insured in respect of legal liabilities (third party liability) but that my child has no personal accident cover unless I am specifically advised of this in writing by the organiser of the visit. I also understand that any extension of insurance cover is my responsibility unless advised differently by the organiser of the visit.
- For any visits, I will note where and when the children are to be returned and I understand that I am responsible for getting my child home safely from that place.

<p style="color: purple; margin: 0;">Signature of Parents/Carers with Legal Responsibility for the Child</p> <p style="font-size: small; margin: 0;">(please use an electronic signature where possible – we will send this back to you for signing if not)</p>	Date

Educational Visits Risk Assessment Template

GROUP LEADERS MUST VISIT THE SITE OF THE VISIT OR BE ABLE TO INDICATE THAT THEY HAVE COMPLETED A RISK ASSESSMENT FOR THE SITE(S) WITHIN THE LAST 18 MONTHS – MUST CHECK WITH THE VENUE THAT THERE HAVE BEEN NO SIGNIFICANT CHANGES TO THE VENUE

- Think about the risks associated with travel as well as the site.
- Please also include the site's own risk assessments
- This generic Risk Assessment **must be signed by all adults supervising during the visit**

Activities covered by this assessment:			
Site Address/Location:		Other Contextual Information	
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity.			

Hazard <small>(Something with a potential to cause harm)</small>	Who Might be Harmed & How?	Existing Controls	Initial Risk Rating (SxL)			Further Controls Possible <small>(What reasonably practicable control measures could be considered to further reduce the risk rating?)</small>	Residual Risk Rating (SxL)			Action Required		
			Severity	Likelihood	Risk rating		Severity	Likelihood	Risk rating	Who: (Initial)	Date By: (--/--/--)	Done? ✓/✗

- To add more rows to the risk assessment, tap the → button until the cursor sits at the end of the row, then press return key.

During this activity, what could go wrong resulting in an emergency situation?	
How could this emergency situation be prevented / controlled?	Risk assessments for all visits must take into account the following: <ul style="list-style-type: none"> o Line the children up in pairs (each must have a 'buddy' or a group of three where there are odd numbers) o Sweep of the accommodation/venue before leaving o Head count on arrival <u>and</u> <u>departure</u> of all locations
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	
Could any non-routine changes affect the safety arrangements in place for this activity? (Weather, People, etc.) What can be done?	

Risk Assessor(s) Name(s):		Risk Assessor(s) Signature(s):	
Authorised By:		Authoriser Signature:	
Date Conducted:		Date Review Required:	Date of Last Review:

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
	Low The event is unlikely to happen.	Medium It is fairly likely it will happen.	High It is likely to happen.	
	Likelihood of Harm Occurring			

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious consideration should be given to the validity of carrying out the activity at all. Monitoring of the activity should occur.



Form D Visit Checklist (group leader) before finally submitting on EVOLVE

Visit Checklist to be completed, along with EVOLVE paperwork, where feasible:

Residential Visits	Day Visits
At least 7 weeks in advance	At least a week in advance

Additional Procedures. Please ensure that you have done the following (please tick):

- Spoken to Senior Leader regarding staffing
- Met with all adults to detail roles, responsibilities and agenda (also after final approval specifically regarding up to date risk assessments)
- Spoken to pupils regarding groupings/behaviour/responsibility/partners/toileting
- Risk assessments have been shared with children (at a level appropriate to the age of the children)
 - Children to be introduced to all adults (and vice versa) before the visit (or, at the very least, on site upon arrival); and, thus, children are aware of who is 'in charge'
 - Where different adults arrive for night activities, the above must be repeated.
 - Instructions to children include exactly what to do (bearing in mind differing locations) if they are lost.
- Risk assessments have been read and signed by all adults going on the trip (including the risk assessments from the provider/venue)
- Notified the kitchen.
- Prepared a list of any school equipment required
- Children grouped in pairs throughout the visit

Tasks to be completed/distributed/collated

Group Leader and Deputy leader	Office	EVC Head teacher/Governing Body
Design Parent letters	Collate Parent letters	Form A: Checklist for Approving Visit
Form D: (this form) to be signed by leader and deputy leader	Form E: Costing sheet	EVOLVE approval
Form C: Risk Assessments	Track and chase payments	Track visits regularly on EVOLVE
Check all stages of Authorisation Route	Send out Form B: Parental and Medical Consent	
All paperwork submitted to EVC on EVOLVE	Support Group Leader with all paperwork on EVOLVE	
Ensure that paper forms A, B, C and D are completed and kept in the school office along with all EVOLVE paperwork		

On the day of the trip, please ensure that:

- All adults have got a working mobile phone
- All adults have a contact number for the group, deputy leader, first aid staff and school based senior adult
- All adults have an up-to-date copy of the groupings/supervision lists
- All medical forms shared with staff
- All adults supervising a small group have a first aid kit
- Ensure pupils know who their partner is
- All medication has been distributed/collected
- All adults have the LA Emergency Line number
 - Pager 07659 170195
 - Mobile 07786 198283

Signatures:

Group leader: _____ Date: _____

Deputy leader: _____ Date: _____

 **Sample Costing Sheet**

(To be completed by Office Staff)

ORGANISING A SCHOOL VISIT - COSTING SHEET

Date of Visit		Venue	
<input type="text"/>		<input type="text"/>	
Contact at Venue (name)		Telephone Number	
<input type="text"/>		<input type="text"/>	
Lunch Area?		Maximum number of children	
<input type="text"/>		<input type="text"/>	
Adult Helpers			
<input type="text"/>			
Coach Company		No. of Seats	
<input type="text"/>		<input type="text"/>	
Cost		Telephone Number	
£ <input type="text"/>		<input type="text"/>	
Collect from School		Visit Times	
<input type="text"/>		<input type="text"/>	
Return to School		Collect from Venue	
<input type="text"/>		<input type="text"/>	
Entrance Fee		Venue	
<input type="text"/>		Risk Assessments Complete?	
<input type="text"/>		<input type="text"/>	
Insurance (37p per child - if first visit of school year - children only pay this once annually)		<input type="text"/>	
Supply Cover Required at School? (Yes or No) <input type="text"/>			
For how long?		How many pupils? (check for holiday absences)	
<input type="text"/>		<input type="text"/>	
Entrance Fee		Pre-visit costs	
£ <input type="text"/>		Petrol	
Other items (gifts, prizes etc) Cost		<input type="text"/>	
£ <input type="text"/>		<input type="text"/>	
Total <input type="text"/> ÷ <input type="text"/> children = £ <input type="text"/> per child (will collect £ <input type="text"/>)			

- Organising a Day Visit

GROUP LEADER TO ENSURE WITH THE OFFICE THAT THE RELEVANT COACH COMPANY HAVE HAD THIS LETTER OR AT LEAST SENT THROUGH CONFIRMATION OF SEAT-BELTS AND DBS CHECKS

Sample letter to Coach Companies



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SCHOOL'S OWN LETTERHEAD

Name and address of coach company

Date as postmark

letter to coach companies for visits (safety)

Dear Sir or Madam,

In order for us to comply with new DfE and Multi-Academy Trust Risk Assessment guidelines, please could you write to me confirming the following:

1. That all your coach drivers are legally and physically fit to drive coaches when transporting our children, inasmuch as they hold the correct level of driving licence and do not suffer from any known medical condition which would prevent them from driving.
2. The coaches upon which our children are travelling are legally fit for public transport, inasmuch as they are taxed and have passed an MOT test and other appropriate safety standards.
3. That all coaches have seat belts, which work.
4. That there will be an appropriate number of drivers when travelling on long journeys, or when travelling abroad (ie. two or more drivers for continental journeys).
5. That your drivers are DBS checked and that documentary evidence is available to support this.

It will not be necessary to confirm these details more than once, irrespective of how many trips the school might undertake with your company. In absence of this written confirmation, we will be unable to use your company again.

Yours faithfully

Name of Head

Head teacher

 **Sample Educational Visit Proposal Letter – Organising a Day Visit**



Symphony Learning
TRUST

SCHOOL'S OWN LETTERHEAD

Date	Educational Visit to		Voluntary Contribution Requested by School*
Dear Parents,	Date(s) of Visit		£

Details of the visit...

✂-----

Please **complete all shaded boxes on this form**

Visit to		Name of Child		Yr Group
Date(s) of Visit				
I give permission for my child to attend the above visit				
I am prepared to make the voluntary contribution of	£	to enable the visit to be financially viable.	• My child is entitled to Free School Meals*	
				Yes/No
To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from anything in the last 4 weeks				
Signature of Parents/Carers with Legal Responsibility for the Child				
Signed	Name of Parent Carer		Date	

If your child's medical needs have changed since you last completed an Annual Medical Consent form, please arrange to update the form by contacting the school.

**If your child is entitled to Free School Meals, 50% of the voluntary contribution will be contributed through the School's Pupil Premium Grant*